



DRUPaLEaSY
Academy

Catalog of Training

Volume 10: 2022

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This catalog will be made available to students at least one week prior to enrollment.

DrupalEasy Academy is a dba of, and legally controlled by, Anello Consulting Inc., a Florida Corporation:

Gwendolyn Anello, President

Michael Anello, Vice President

The name DrupalEasy is not intended to suggest to the public nor potential students that any of the training courses, including Drupal Career Online, are easy, nor does it imply any lessened effort to complete or progress through Drupal training courses or programs.

DrupalEasy Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Administration:

Gwendolyn Anello, President
Michael Anello, Vice President

Faculty:

Michael Anello BS, Aerospace Engineering; Florida Institute of Technology; MS,
Mechanical Engineering–Florida Institute of Technology.

Programs taught: *Drupal Career Online:*

Courses taught:

DEB 101	Getting Started
DEB 102	Basic Information Architecture
DEB 103	Intermediate Information Architecture
DEB 104	Page Elements
DEB 105	Layout
DEB 106	Basic Development Workflow
DEB 107	Independent Study
DEB 108	Module Development
DEB 109	Theme Development
DEB 110	Intermediate Developer Workflow
DEB 111	Basic Site Maintenance
DEB 112	Course Wrap Up

**DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.*

Courses Taught: *Continuing Education:*

DEB 009	Composer Basics for Drupal Developers
DEI 012	Professional Local Development with DDEV

Mission

DrupalEasy Academy provides both comprehensive career development programs and targeted continuing education training courses in the open source, content management system Drupal, which is used widely use across the world as a foundation for web- and mobile-based applications. DrupalEasy Academy's training combines the advantages of instructor-led sessions, Drupal Community involvement, group learning and practical independent study.

DrupalEasy Academy offers:

1. Comprehensive Career Programs: Drupal Career Online
2. *Continuing Education Programs**:
 - a. Drupal Beginner Courses
 - b. Drupal Intermediate Courses
 - c. Drupal Advanced Courses
 - d. Custom Drupal Training Programs and Courses

**DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.*

DrupalEasy Academy is an independent organization focused on the development of Drupal talent. We offer a catalog of programs and courses independently as the market dictates, in conjunction with Drupal Community events, geographic opportunities, and according to the needs of organizations that commission internal or association/professional custom training.

Contact DrupalEasy Academy Administrative offices from 8:00am – 5:00 pm Eastern Time, weekdays except holidays by calling 321-537-4144 or via email at Gwendolyn@anelloconsulting.com. Office meetings are by appointment.

Academic Calendar

The DrupalEasy Calendar of Academic Programs is dynamic, and often scheduled around or in conjunction with Drupal Community events, and periodically at key locations throughout the world. The current Academic Calendar, including enrollment periods and registration can be found as Catalog addendum A, and at www.drupaleasy.com/training.

For the Drupal Career Online, the enrollment periods begin 8 weeks prior to the course start date, with a registration deadline 1 week prior. Drupal Easy conducts 1 – 2 program briefings 1-4 weeks before the course begins in an effort to provide a full overview of the course and clarify the opportunities that may be available to Drupal developers, and as a mechanism to gauge the level of readiness of the potential participants and help in the selection process. Participant selections are announced at least 4-1 week prior to class start dates.

Admission Requirements, Policies and Procedures

Admission Requirements

All applicants must be at least 16 years of age, and a high school diploma is preferred to be accepted into DrupalEasy Academy programs. Applicants under the age of 18 must provide parental consent for enrollment.

Specific admission requirements for DrupalEasy Training programs vary by course and program, and are included in each program listing. Each applicant is expected to have the prerequisite knowledge and technical skills outlined for each training program/course to which they make application. DrupalEasy recommends that applicants to any of our courses and programs have a strong general technical knowledge of the Internet, a passion and desire to work independently, the ability to be a self-starter with an entrepreneurial spirit, and the motivation to become part of the growing worldwide Drupal Community.

Admission Policies

DrupalEasy has an open admissions policy, serving students from diverse educational backgrounds. Students may enroll in any course or program as long as individual course/program prerequisites are met and space is available. DrupalEasy policy is to admit students who are able to benefit most from our educational offerings. Fiscal and facilities limitations may limit the number of admissions to individual programs.

DrupalEasy selects participants without regard to race, color, creed, gender, sexual orientation, place of national origin, age, or handicap. The selection decision is individualized and based on qualifications gauged by the range of information the applicant provides and demonstrates regarding technical abilities and capabilities in working independently with an entrepreneurial spirit. Prerequisites are considered, and vary with Drupal Career Online and individual courses.

There are no special requirements or limitations, such as physical capabilities or criminal record that would impact the ability of participants to practice and become professionals in the Drupal field.

For Drupal Career Online, students must meet the minimum technical knowledge listed as prerequisites for the program in this catalog and online, and demonstrate motivation and a high probability of success in a career in Drupal as an independent contractor. Should the number of qualified applicants exceed the number of seats available in the program, candidates are selected based on the greatest likelihood of success as demonstrated on the application and at the *Taste of Drupal* briefings.

Students are selected for DrupalEasy Continuing Education courses on a first come, first serve basis. Applicants to these courses are expected to have the required knowledgebase to attend the courses, and are encouraged to contact drupaleasy@gmail.com with any questions or to have requirements clarified.

DrupalEasy Academy does not accept credit or grant certificates based on prior education/training experience or transcripts. It is the student's responsibility to confirm whether or not credits will be accepted by another institution.

Admission Procedures

Admission to DrupalEasy Academy courses and programs are initiated through online registration at DrupalEasy.com. DrupalEasy does not charge application fees.

Drupal Career Online application requires that applicants provide an inventory of relevant general technical skills/knowledge on the online application. Individuals who receive cursory acceptance must attend the hands-on *Taste of Drupal* briefing or a one-on-one interview. Application for admission can occur anytime during application process, normally a 4 – 6 week period, ending 1 week before the program begins.

The briefing allows faculty to provide a comprehensive overview of Drupal, and define expectations of the course and the types of opportunities a Drupal career offers, as well as provides a mechanism to assess applicant capabilities through abilities to perform basic required tasks and interviews.

The top applicants, generally 10 – 15, who are determined after the briefing as those most likely to be successful in the program. Those selected are informed of selection based on the applications and briefing assessments, and must confirm acceptance.

Procedures for application to Continuing Education courses are via online registration at DrupalEasy.com. These courses, presented in conjunction with Drupal Community events, periodically in markets whose Drupal communities warrant focused courses, and that are commissioned by organizations, admit on a first come, first served basis, all who apply who feel they meet the prerequisites listed for each individual course.

Grading System

DrupalEasy does not provide grades for courses and ongoing programs, but does use a criterion-referenced system to determine each student's level of progress throughout the course through one-on-one interaction with faculty and class/lab assistants. Those students not mastering concepts and skills as taught, work with faculty, teaching assistants and each other to raise skill and confidence levels. Rather than grades, DrupalEasy provides diploma certificates that indicate the level of preparedness that students have attained upon completion of courses or program, which are outlined in the diploma section of this catalog.

Academic Standards

Participants in both Drupal Career Online and DrupalEasy Continuing Education courses are held to standards of satisfactory progress that include at a minimum, mastering the skills taught in the course or program, attending or remaining present

for class presentations and completing the activities requirements of the respective program or course. Those students who complete the DCO who have attained enough skill and confidence to begin internships or work as junior developers have reached the standard designated by DrupalEasy as WorkReady.

Minimum standards for Completion include :

- Participation/attendance in at least 85% of course meeting/*clock hours*
- Completion of all required assignments and activities
- Basic understanding of concepts
- Basic abilities to complete course/program requirements

Minimum Standards for Work Ready include:

- All standards for Completion
- The ability to work independently or lead a group on a project
- Mastery of the basic skills to build sites and applications using Drupal
- The confidence to work in conjunction with experienced Drupal developers

Students who do not meet the minimum standards for Completion, or who wish to upgrade their certificate to Work Ready may audit classes and lab sessions during the next presentation of the program free of cost in order to meet the required standards and earn the requisite certificate.

Clock Hours: One clock hour constitutes at least 50 minutes of directed, supervised instruction and appropriate breaks.

Diplomas

DrupalEasy confers two types of certificates to completers of courses or programs.

DrupalEasy Training Completion Certificate*:

This certificate indicates the completer has met all attendance requirements, completed all of the assigned coursework, and executed all required community activities, as assigned. It is presented to individual course completers and those DCO participants who met the activity requirements, but may not have mastered the skills nor attained the confidence to obtain real world Drupal work.

DrupalEasy Work Ready Certificate*:

This certificate indicates that participants, in addition to meeting all attendance requirements and assigned coursework, and executing all required community activities, as assigned, have mastered the skills and gained the confidence to participate in real-world Drupal projects through work experience, internships and volunteer efforts.

**Transferability of credits earned at DrupalEasy Academy are at the discretion of accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.*

Tuition

Drupal Career Online

Tuition is \$3,900, which includes course instruction, all supplies, instructor online support and assistance with internship opportunities. It may also include mentor coordination, as well as facilitating networking within the Drupal Community. DrupalEasy Academy does not collect service charges, student fees or registration fees. Tuition is subject to change, with notice to the Commission for Independent Education, potential students and workforce boards. DrupalEasy will, for additional cost to sponsoring organizations, conduct outreach and secure companies to host Adult Work Experiences.

Continuing Education Courses

Tuition for individual courses vary according to the costs (venue, marketing, catering, staff) of Continuing Education Course presentations at the time, and at the location. Prices for these courses are listed on the DrupalEasy.com/training site as they are scheduled.

Financial aid

DrupalEasy Academy does not offer financial aide, but does work in partnership with workforce boards to present programs and courses for those who are unemployed, underemployed or need training to transition their careers. In addition, DrupalEasy works with several organizations to provide scholarships/fellowships to qualifying individuals. More information on current offerings are listed on the Drupal Career Online Scholarship page.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following schedule:

1. Cancellation can be made in person, via email, or by certified mail.
2. All moneys will be refunded if the school does not accept the applicant or if the student cancels within 3 business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class will result in a refund of all monies paid.
4. Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40 percent of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. All Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from a student.

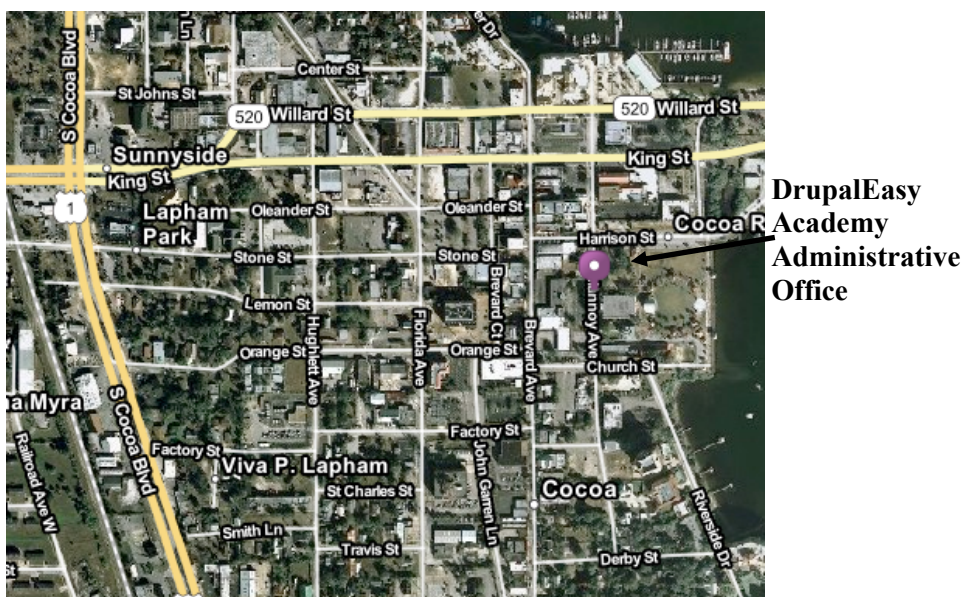
Should DrupalEasy Academy cancel a course, students will be reimbursed 100 percent of tuition. Refunds will be made within 30 days of cancellation.

All requests for refunds must be made to Gwendolyn@anelloconsulting.com.

Facilities

DrupalEasy Academy Administrative Offices

Porcher House
434 Delannoy Avenue, suite 205
Cocoa, Florida, 32922
321-537-4144



DrupalEasy Academy conducts our online program from administrative offices located in Cocoa Village on the second floor of the iconic Porcher House, an example of 20th Century revival architecture, built of coquina rock in 1916. The City obtained the home in the early 1950s and eventually renovated it to its current configuration, which on the second floor provides office space and common areas including restrooms and conference table, and on the first floor meeting and event space and additional restrooms. DrupalEasy Academy occupies a second floor suite consisting of 2 connected spaces that occupy approximately 300 square feet equipped with high-speed internet and monitors that connect to an Apple laptop computer to serve our online students.

Student Services

DrupalEasy Academy provides students with several services designed to contribute to the overall potential of success for participants, including:

- Academic advisement before and after enrollment
- Ongoing technical/academic support and personal advisement throughout, and after the program/course
- Assistance with connections to community mentors
- Assistance with connections to internship/work experience opportunities and referrals*
- Outreach to participate in Drupal Community learning and networking events

**DrupalEasy does not guarantee employment upon completion of Drupal Career Online nor any of its continuing education programs.*

Student Conduct

DrupalEasy Student Conduct Policy sets standards for behavior of participants in DrupalEasy courses and programs. The standards for behavior are intended to ensure that each participant in DrupalEasy Academy training programs has the opportunity to leverage the maximum benefit from their training experience. Students are expected to conduct themselves responsibly, work honestly, and remain respectful of classmates and instructors at all times.

Any student who does not comply with 3 or more requests by faculty or staff to remedy unacceptable behavior, outlined below, will be barred from attending class sessions, and will be denied a certificate of completion. The student will be withdrawn by necessity, the refund policy followed. Appeals to negate faculty requests for behavior modification and complaints may be sent to Gwendolyn@Anelloconsulting.com. A meeting to discuss the issue will be set within 2 days of the appeal, and thereafter a final decision will be rendered. After three infractions, no appeals or remedies will be made.

The following behaviors are not permitted by students enrolled in DrupalEasy classes or lab sessions, or in relation to class projects or activities:

1. Conduct that threatens or endangers any person or persons, or causes actual harm.
2. Dishonesty or misrepresentation of any kind to faculty or staff.
3. Disorderly conduct interfering with instruction or other's ability to conduct course work.
4. Disruption of classroom or course related activities.
5. Theft of DrupalEasy, classmates' or venue property.
6. Vandalism or intentional damage to DrupalEasy, classmates or venue property.
7. Unauthorized entry of DrupalEasy leased facilities
8. Use, possession or distribution of illegal drugs, or other controlled substances during class or class activities.

Grievances

Any student who has a complaint or grievance with faculty, administration or policies may send an email outlining the issues(s) to the president at Gwendolyn@Anelloconsulting.com. Within two days of the receipt of the email, a meeting to discuss the issue will be set. A resolution will be determined within one day after the meeting.

Appeals for disciplinary measures or other action related to a student may be made to the President of DrupalEasy Academy. Appeals must be sent to Gwendolyn@Anelloconsulting.com, and include an explanation of the situation and statement that supports the appeal. The grievance will be scheduled to be heard at a meeting set at the earliest time possible for the petitioner, Academy staff involved, and the President. The President will hear evidence from the student and Academy staff, collect appropriate clarifications, review catalog policies and render a ruling that will become binding upon the administration and the student who filed the grievance.

If a complaint cannot be resolved, then the student may contact:

Florida Commission for Independent Education
Florida Department of Education
325 S. Gaines St., Suite 1414
Tallahassee, FL 32399-0400
850-245-3200 or Toll free (888) 224-6684

Training Programs

DrupalEasy Academy Course Numbering System

DE: DrupalEasy **B:** Beginner level **001 – 099:** individual courses (2–10 hrs)
I: Intermediate level **100-200:** multi session programs
A: Advanced Courses **V:** online

DrupalEasy Training Catalog/calendar available on last page of this catalog & online at: drupaleasy.com/training (students will be notified of any changes at DrupalEasy Academy)

DEB 100V Drupal Career Online

DrupalEasy Training Completion Certificate

DrupalEasy Work Ready Certificate

84 Class Hours

Overview

The DCO provides fundamental technical training and professional preparation for those who seek to create careers in the job-rich areas of Drupal (Drupal.org), an open-source content management framework with world-wide use for internet applications that include large databases and high volume online users. The global Drupal Community is focused on development of sustainable internet applications for government, industry and other data-intensive sectors.

The program includes online instruction; community engagement; and required independent practical activity to encompass the required skills to be successful as an employee, independent contractor, consultant and/or small business focused on Drupal web development projects. It includes practical technical development training and introduction to industry networks to become self sufficient as an employees or contractors in traditional or worldwide telecommuting positions.

Objective

Drupal Career Online curriculum is designed to provide students with a strong foundational knowledge of the Drupal content management system as well as tools and workflows that professional Drupalists use. The course teaches students about the basic building blocks of a Drupal site, how to extend Drupal with contributed and custom modules, how to theme Drupal, common development workflows, and how to interact with the community for sharing, support and networking.

The goal of the program is to provide students with enough knowledge and confidence to gain an entry level position as a Drupal professional or to become a Drupal contractor/consultant.

Program Overview

Sessions: Each of the program's 12 courses encompasses 7 hours each divided into two sessions. Sessions usually include:

- learning objectives
- instructor-led examples
- reviews
- concepts
- walk-throughs
- independent examples

Independent Exercise: At the close of each session, independent exercises that help develop the practical capabilities of participants are assigned. Exercises take between 1 to 3 hours to complete per week.

Technical Support: Two hours per week of Technical support at group Office/Lab Hours are available to provide assistance with independent exercises and general discussion of topics being covered.

Courses/Curriculum Outline

DEB 101V: Getting Started	7 Hours
<ul style="list-style-type: none">- Local Development Environments- Basic Tools (Git, Drush)- Drupal's "Big 5" Concepts	
DEB 102V: Basic Information Architecture	7 Hours
<ul style="list-style-type: none">- Entities- Bundles- Fields- View Modes- Related Modules	
DEB 103V: Intermediate Information Architecture	7 Hours
<ul style="list-style-type: none">- Image styles- Text formats- WYSIWYG- Media Entity- Entity reference- Additional entity types	
DEB 104V: Page Elements	7 Hours
<ul style="list-style-type: none">- View- Display modes	
DEB 105V: Layout	7 Hours
<ul style="list-style-type: none">- Core Layout- Layout builder-Paragraphs	
DEB 106V: Basic Development Workflow	7 Hours
<ul style="list-style-type: none">- Git push/pull- Configuration system- GitHub/Pantheon/Acquia	
DEB 107V: Independent Study	7 Hours
<ul style="list-style-type: none">- Homework/project/lesson review- HTML/CSS/PHP independent study	
DEB 108V: Module Development	7 Hours
DEB 109V: Theme Development	7 Hours
DEB 110V: Intermediate Developer Workflow	7 Hours
<ul style="list-style-type: none">- Team Git workflows- Shared development environment	
DEB 111V: Basic Site Maintenance	7 Hours
<ul style="list-style-type: none">- Reports- Cron- Core and Module updates	
DEB 112V: Course Wrap Up	7 Hours
<ul style="list-style-type: none">- Drupal distributions- The business side of Drupal	

Completion Requirements

In order to earn a Course Completion Certificate, completers must:

- Attend at least 22 of the 24 sessions
- Complete all assigned practical exercises
- Register on the Drupal.org site
- Participate in the Drupal.org user forums
- Participate in the Drupal.org Issue queues
- Demonstrate knowledge to the class by leading 2 examples during sessions

In order to earn a Work-Ready Certificate, completers must achieve all elements listed above, and:

- Develop a web site using assigned set of core & contributed Drupal modules
- Participate in the Drupal.org user forums
- Participate in the Drupal.org Issue queues
- Exhibit confidence and leadership in Drupal develop

Satisfactory Academic Progress

Satisfactory Academic Progress for each student is evaluated on an ongoing basis, through (1) class discussion/activities and; (2) required student weekly activity reports that demonstrate practical application of lessons through assignments, exercises and self-study opportunities. The instructor provides a weekly evaluation to every student. Students must maintain a steady pace of successful completion of these activities as reported on the activity reports and demonstrate proficiency in the stackable skill taught during class sessions. If weekly review by the instructor reveals that a student does not demonstrate the required pace, the instructor provides assistance and works with the student to develop a plan to regain the proper pace. Students who fail to regain satisfactory progress within 3 weeks are informed that may withdraw from the course, and offered a slot to retake the entire course, based on space available, in a future session free of cost.

Prerequisite Skill Requirements

All applicants must be at least 16 years of age, and a high school diploma is preferred to be accepted into DrupalEasy Academy programs. Applicants under the age of 18 must provide parental consent for enrollment.

Drupal Career Online application requires that applicants provide an inventory of relevant general technical skills/knowledge on the online application (see below.) Individuals who receive cursory acceptance must attend the hands-on *Taste of Drupal* briefing or a one-on-one interview with the instructor.

Applicants must demonstrate on the course application and during the one-on-one interview or Taste of Drupal session with the course instructor, that they have; through formal training, self-directed study or work experience, familiarity with:

Web development in one or more of the following:

HTML	JavaScript	CSS
PHP	Any modern content management system	

Continuing Education Courses

***DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education. Participants must attend the entire course to receive a completion certificate.**

Beginner Continuing Education Courses

****DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.***

DEB009: Composer Basics for Drupal Developers

DrupalEasy Training Completion Certificate

7 Hours

Overview: This full day course covers Using a Composer-based workflow for your project, which is the de-facto best practice for Drupal and other PHP-based projects. The course includes a 50+ page reference booklet that includes the various topics and examples from the workshop.

Objective: Learn the fundamentals of Composer as well as strategies for making most of it with your Drupal 9 project.

Outline:

- Composer fundamentals
- Creating a new Composer project
- Autoloader basics
- Using Composer with Git
- Version constraints
- Troubleshooting updates
- Deconstructing the official Drupal Composer template
- Customizing Drupal scaffolding files.
- Converting an existing Drupal 8 codebase
- Dealing with code conflicts in composer.lock
- Adding dependencies from private repositories
- Helpful Composer plugins

Prerequisites: Basic understanding and ability to work in Drupal. You must bring a wifi-enabled laptop to class.

Intermediate Continuing Education Courses

****DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.***

DEI012: Professional Local Development with DDEV

DrupalEasy Training Completion Certificate

2 Hours

Overview: This two-hour live, online workshop introduces students to DDEV, a Docker-powered local development environment build on modern principals and designed to be flexible, customizable and powerful. The workshop covers installing DDEV-Local, commonly used commands and includes hands-on exercises to demonstrate how to get an existing site up and running. Students will also be provided access to a 20+ page handout and more than 10 screencasts demonstrating various DDEV-Local functionality.

Objective: Learn how to install DDEV-Local, commonly-used commands, and how to get an existing site up-and-running.

Outline:

- Installing DDEV-Local
- Getting a project up-and-running
- Everyday DDEV-Local commands
- Integration with hosting providers
- Updating DDEV-Local
- DDEV-Local Tips and Tricks
- Getting Help

Prerequisites: All students should have a working knowledge of Drupal and basic site development.

Custom Continuing Education Training

In addition to standard programs and courses, DrupalEasy tailors training programs for specific businesses or organizations that address particular applications, workflows, and issues to get the most out of Drupal. Our portfolio of training events includes sessions of varying lengths and focus. One-on-one or groups, on site or at a venue of choice.

The catalog of DrupalEasy Training begins with the basics and goes all the way to workshops on advanced programming and theming. All courses can be customized according to the needs of your company, your institution, your professional association, or user group.

We want to make sure that each participant in DrupalEasy workshops gets the most out of the training, so we begin with a discussion session that outlines the level of Drupal familiarity and needs of the group. From here, we aim to address relevant applications and examples that speak to the participant's needs.

DrupalEasy Training can be customized and presented anywhere in the world for individuals, small groups and large classes. Contact us to plan a training event.

Catalog Addendum A
Drupal Career Online Academic Calendar 2022

Spring 2022

Nov 1, 2021	Application for Spring 2022 session open
Dec 15, 2021	Taste of Drupal information mini-webinar
January 12	Taste of Drupal information mini-webinar
January 24	Deadline to apply for Fellowships/Scholarships
February 2	Taste of Drupal information mini-webinar
February 4	Fellowships/Scholarships announced
February 9	Deadline to apply for Spring 2022 session
February 11	Registration deadline for Spring 2022 session
February 11	Tuition/deposit due for Spring 2021 session
February 14	Spring 2022 session begins
May 4	Spring 2022 session concludes/graduation

Fall 2022

May 2	Applications for Fall 2022 session open
July 13	Taste of Drupal information mini-webinar
August 3	Taste of Drupal information mini-webinar
August 8	Deadline to apply for Fellowships/Scholarships
August 17	Taste of Drupal information mini-webinar
August 19	Fellowships/Scholarships announced
August 24	Deadline to apply for Fall 2022 session
August 26	Registration deadline for Fall 2022 session
August 26	Tuition/deposit due for Fall 2022 session
August 29	Fall 2022 session begins
November 16	Fall 2022 session concludes/graduation